

Services/Activities Inventory

Department: General Services - Garage

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

1. Provide comprehensive repair service to the County fleet.
2. Provide comprehensive repair service to the Western Virginia Authority Fleet.
3. Conduct scheduled inspections to ensure safe, efficient vehicles.
4. Perform appropriate preventive maintenance at proper intervals.
5. Provide 24/7 emergency roadside service.
6. Provide technical advice and specifications for new vehicle purchases.
7. Maintain a comprehensive computer database of repair/maintenance costs for all vehicles.
8. Retain vehicle titles; facilitate registrations, transfers and sales.
9. Coordinate fleet fueling via FuelMaster Prokee system with School Garage.